

Federal Work-Study Student Orientation



**Contra Costa College
2017-2018 Award Year**

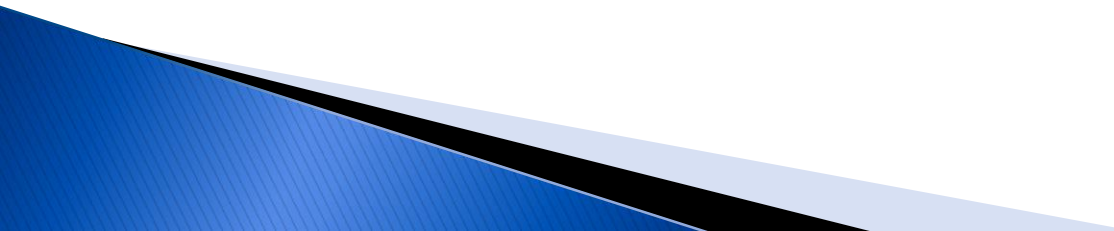
Welcome to the Federal Work-Study Program!

This orientation is designed to help you understand the Federal Work-Study program at Contra Costa College.

After completing this presentation, you will understand:

- ✓ **What the FWS program is**
- ✓ **The rules of the FWS program**
- ✓ **How to apply for a FWS job position**
- ✓ **The hiring process and how to complete the paperwork**
- ✓ **What to expect when you start working**

What is Federal Work-Study?

- ✓ **FWS is a financial aid award made to students who meet specific federal eligibility requirements**
 - ✓ **FWS is a federally funded program**
 - ✓ **Qualified students can work part-time and earn a monthly pay check as part of this federal grant program**
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The Rules of FWS

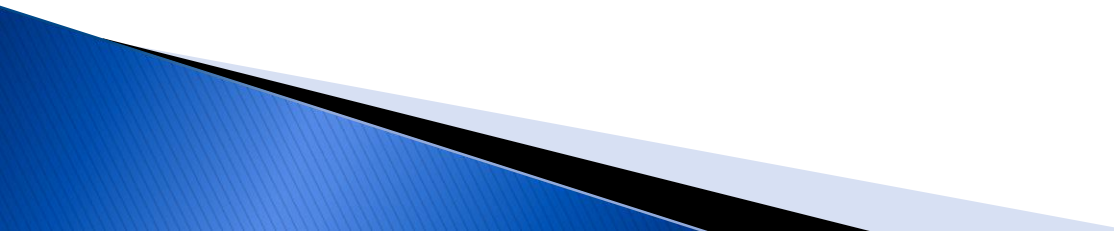
Students working under FWS funds must:

- ✓ **Be enrolled and attending at least 6 units at all times – this does not include waitlisted classes!**
- ✓ **Not work more than 20 hours per week, though less may be recommended depending on your FWS award amount. A \$3000 award allows you to work 6 hours per week for a full school year.**
- ✓ **NEVER work during scheduled class time, even if your class is cancelled or let out early!**

What are the benefits of having an FWS job?

- ✓ You can gain valuable work experience in a comfortable environment – don't forget to update your resume!
- ✓ All FWS jobs work around your class schedule, so there are never any conflicts with work and school.
- ✓ Wages earned will not affect your financial aid eligibility for next year because FWS is a grant.
- ✓ It is a great opportunity to make money that can help meet your school expenses.

How much can I earn?

- ✓ **Your FWS award allows you to earn up to \$3000 for the 2017-2018 academic year.**
 - ✓ **This comes out to approximately 6 hours per week. If you work more than 6 hours per week, you may run out of FWS before the end of the school year!**
 - ✓ **Once you have earned your full FWS award, you must stop working.**
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How do I find a FWS position?

- ✓ **Review the FWS Job Listing**
- ✓ **This will be sent to your school email account (InSite Portal) when you are awarded FWS**
- ✓ **You can check your Financial Aid Award Letter on InSite Portal to determine if you are awarded FWS**
- ✓ **You MUST be awarded FWS in order to apply for FWS jobs**

When can I start working?

- ✓ **New hires: after you have completed the hiring process with Human Resources (HR), your Supervisor will be notified by HR of when you can start working.**
- ✓ **Re-hires: you are OK to start working after your Supervisor has received the Employment Card back from the Office of Financial Assistance.**
- ✓ **Remember: DO NOT start working until your Supervisor has been notified by HR or Office of Financial Assistance!**

How do I get paid?

- ✓ You will complete a Time Card every month.
- ✓ Make sure you are reporting your hours worked accurately on your Time Card.
- ✓ Submit your Time Card to your Supervisor by the due date each month. Submitting your Time Card late will result in a late paycheck!
- ✓ FWS student workers are paid on the 10th of each month.
- ✓ Pick up your paycheck at the Cashier window – photo ID required.

Monitoring your FWS Award Amount

- ✓ **Both you and your Supervisor are responsible for monitoring your FWS earnings on a monthly basis.**
- ✓ **Once you have earned 100% of your FWS award amount, you must stop working.**
- ✓ **If you run out of FWS funds, talk to your Supervisor about continuing work on the department budget – this is up to the Supervisor based on availability of funds.**

When must I stop working?

- ✓ FWS allocation runs out
- ✓ Drop below 6 units
- ✓ On Suspension status for Financial Aid
 - ✓ It's possible to appeal, but it doesn't guarantee that you will continue to receive FWS

You may not get paid for any hours worked after one of the above scenarios occur.

Tips to be a Successful FWS Student Worker

- ✓ **Know your work schedule and be on time!**
- ✓ **Treat it like a “real” job – you must follow all rules and protocols from your Supervisors.**
- ✓ **Do well in your classes to maintain Satisfactory Academic Progress.**
- ✓ **Never work during scheduled class time – this could be means of termination.**
- ✓ **If you have questions, ask your supervisor! They are there to help you be successful at your job.**

What if I stop working or want to find another FWS job?

- ✓ **If you are going to stop working, let your Supervisor know and contact the Office of Financial Assistance immediately.**
- ✓ **If you are voluntarily leaving your position and would like to find a new position, contact the Office of Financial Assistance for more information on applying for other open positions.**
- ✓ **If you are terminated from your position with just cause by the Supervisor, you will lose your FWS award for the remainder of the school year.**

Questions??

**Please contact us if you have questions
at any time about the FWS program:**

financialaid@contracosta.edu